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W.C.G.

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CPD

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16 March 1948

TRS

Request for Additional Positions

1. On 11 March 1948 COPS approved the request of TRS for the additional positions outlined below. This memorandum has been prepared at your suggestion in order to justify more fully the original request.

2. Additional Positions - Special Training (Covert) Section:

One Administrative Assistant (CAF-6): Needed to handle details of covert training programs. This entails the day-to-day recording of appointments, schedules, etc., in order to keep all covert files constantly up-to-date. In addition, the individual assigned to the position would type reports on students and help prepare the training materials used by instructors. At present, the above duties must largely be handled by CAF-12 instructors. (No candidate in prospect.)

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One Instructor, Technical (CAF-11): The resignation of [REDACTED] leaves covert training without an instructor who is qualified to instruct in CI technical subjects, including locks, safes, wire-taps, microphones, photography, etc. The anticipated increase in our covert load will require some increase in our staff. A position for an instructor in technical subjects is the best solution. This position should be unvouchedered because of the nature of the instructor's duties, also because the man may be called upon at any time for an overseas operational assignment in his specialties. [REDACTED], now on no T/O is recommended for this position.

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3. Additional Positions - Staff Training Division:

One Instructor; CE and Communism (CAF-12): This position was recommended by the Training Committee. Our Staff Training Division is so short-handed at this time that our training programs are not as efficient as they should be. We have no instructor in Staff Training who is a real expert on Russia and Communism nor, do we have an experienced man in CE subjects. It is logical to increase the T/O so as to cover these subjects. A CAF-12 should be sufficient to attract a qualified man with recent field experience. No candidate for this position is in view, though I strongly urge that someone now in the field, with the proper qualifications, be ear-marked for the slot.

Two Instructors, Technical (CAF-11): These positions are requested on a temporary basis, pending the establishment of an Operations

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Section in C&D. At present [REDACTED] are on no T/O but are spending 90% of their time assisting [REDACTED] in the training of personnel in CI techniques. They are badly needed as instructors; in fact, if they were removed from their teaching jobs, we would be unable to give the proper instruction in the various aspects of surveillance, locks, safes, taps, etc. It has been agreed by COPS and CAS that the two men and their positions will be transferred to C&D if an Operations Section is there established but that they, or others, would be available to TRS in order that we can carry out our training commitments. These positions should be unvouchered for the reasons stated above concerning the Instructor, Technical, Special Training Section.

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One Clerk-Stenographer (CAF-5): This position is needed in order to give the Training Control Officer (Chief Instructor) of Basic and Advanced Intelligence Courses an assistant who can relieve him of all the details of running classes, thus freeing him for more appropriate duties. The job would entail handling the day-to-day problems of our large (20-30) classes, class-rolls, distribution and collection of papers, the checking and correction of certain types of quizzes, and miscellaneous typing duties. A girl with some ability to handle people is required, since the position will require daily contact with students and instructors. [REDACTED]

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[REDACTED] who recently completed a good share of our training, is suggested as a candidate.

4. TRS Administrative Office:

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One Administrative Officer (CAF-9): At present [REDACTED] is doubling as Chief Instructor for Administrative Training and as Administrative Officer of TRS. Though most able, he is so over-burdened that he can do neither job as thoroughly as we would like. The Training Committee recommended that TRS give solid Orientation Courses, dealing chiefly with Headquarters Administration, as well as lengthier courses in Field Administration. [REDACTED] is unable to handle these courses properly because of the day-to-day pressure of his administrative duties. If TRS had a CAF-9 Administrative Officer, I feel certain that our own administrative problems would be completely handled and that we would be able to give the proper training to new personnel who are going to handle either Washington or Field administrative duties. No candidate.

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CHIEF, TRS

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